

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: MAST International
 Region/Locality: New River Valley
 Period: 5-Jan

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
Phase II					
(4)T/Cs Correspondence w/PSAP	Blacksburg			0.5	Re: Submitting for FY06 funding
(10)Correspondence w/Bruce	Blacksburg			0.25	Re: Call Routing issues
(10)Review PSAP Checklist	Blacksburg			0.5	For final tasking
(10)Correspondence w/Martha	Christiansburg			0.25	Re: Triton Phase II Testing
(10)Review PSAP Checklist	Christiansburg			0.5	For final tasking
(10)Correspondence w/Katrina - Next. Part.	Montgomery			0.5	Re: Tower # VA127P
(10)Review PSAP Checklist	Montgomery			0.5	For final tasking
(10)T/C Correspondence w/Mark	Pulaski			0.5	Re: Installation timelines
(10)Review PSAP Checklist	Pulaski			0.5	For final tasking
(10)T/Cs Correspondence w/Gail	Radford			1	Re: Telephone/Mapping Issue
(10)Review PSAP Checklist	Radford			1	For final tasking
(10)Update Quick Reference Report	Region			2.25	With most current updates/changes
(10)Update Phase II testing schedule	Region			0.5	With most current updates/changes
(10)Update Deployment Tracker	Region			0.25	With most current updates/changes
(10)Update Service Request Tracker	Region			0.25	With most current updates/changes
(10)T/Cs Correspondence w/Bob Layman/PSAPs	Region			2	Coordinate Phase II testing
(10)Review PSAP Checklist	Region			1.5	For final tasking
(10)Follow up of Phase II testing	Region			0.5	Triton
(10)Coordinate documentation	Region			1.25	Re: PSAP Phase II issues/Prep for 05
(10)Correspondence w/Stakeholders	Region			2.25	Re: Project Mgmt. E/M
(10)Draft Correspondence to PSAPs	Region			1	Remaining issues to be resolved
(10)Correspondence w/WSPs	Region			0.25	Re: New contact info
(10)Review Mapping Issues	Region			1	Plan for completion
(10)Correspondence w/Ned Awad	Region			0.25	Regional PSAPs
(11)Monthly Newsletter	Region			5.5	Create/Format/Mail
(11)Attend Wireless Board Meeting	Region			1.5	
(12)Daily and Monthly Activity reports	Region			9	Enter information/calculate hours/review
(12)End of Year Summary Reports	Region			3.25	For PSAP Coordinator/Training Rep.

			0	38.5	
Per Steve Marzolf					
Phase II Approved Hours for Pulaski County					
(SM1)Request extension					
T/C w/Mark Surber re: extension w/InterAct until 3/05				0.5	
(SM3)Coordinate and Schedule of testing with all WSPs					
F/U w/Mark re: Mapping installtions timelines for the release of Phase II service request letters				1.75	
Coordination of F/U on remaining installation; set up conference calls				1.25	
Draft and mail Phase II service request letters				1.25	
				4.75	
			0	43.25	

Completed Tasks					
			0	0	

Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments